

14 September 1973

MEMORANDUM FOR: Acting D/DCI/IC  
FROM : Chief, Information Systems Analysis Staff  
SUBJECT : Survey of Intelligence Community Staff  
Registry

Attached is the subject survey report. We will be  
happy to be of further service to you, if needed.



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Chief, Information Systems Analysis Staff

Attachment

GFD:GJK:dd (14 Sept 73)

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SUMMARY

The Intelligence Community Staff Registry was surveyed during the period 30 August to 10 September 1973. We found the staff conscientious and hard-working. We also found confusion as to mission, doubt as to supervision, some inefficiencies, and more work than the small staff could handle on an efficient and effective basis. Eight recommendations are detailed subsequently.

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SURVEY OF INTELLIGENCE COMMUNITY STAFF REGISTRY

In answer to your request [ ] of this Staff conducted a survey of the Intelligence Community Staff Registry during the period 30 August to 10 September 1973.

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Information used in preparation of this report was obtained through observing present registry operations and discussions held with registry personnel.

We feel that implementation of the following recommendations will assist in making the Registry a more efficient operation:

1. PUBLICATION OF AN INTELLIGENCE COMMUNITY STAFF NOTICE DEFINING THE DUTIES AND RESPONSIBILITIES OF THE INTELLIGENCE COMMUNITY REGISTRY

This notice should be very explicit in identifying the duties and responsibilities of the Registry and advising Intelligence Community Staff components of the services available to them.

2. ESTABLISH A CENTRAL FILE OPERATION IN THE REGISTRY

The establishment of central file operation in Intelligence Community Staff will keep the registry personnel knowledgeable of subject matter and will improve document retrieval time.

3. THE NUMBER OF REGISTRY EMPLOYEES SHOULD BE INCREASED
4. A CLOSE REVIEW OF ALL RECORDS OF PREVIOUS INTELLIGENCE COMMUNITY ORGANIZATIONS (NIPE) SHOULD BE CONDUCTED AND FINAL DISPOSITION MADE OF SUCH RECORDS
5. SUPERVISORY RESPONSIBILITY SHOULD BE IDENTIFIED
6. THE RECORDS MANAGEMENT FUNCTION FOR THE INTELLIGENCE COMMUNITY STAFF HAS LAPSED; IT SHOULD BE REINSTATED TO INCLUDE ALL ASPECTS OF RECORDS MANAGEMENT
7. CABLE REQUIREMENTS SHOULD BE REVIEWED AND THE TIME CONSUMING CONTROL OF CABLES DISCONTINUED
8. PHYSICAL CHANGES SHOULD BE MADE IN THE REGISTRY TO CONTROL ENTRANCE OF NON-REGISTRY PERSONNEL

The placement of additional simplex control buttons should be made.

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<b>TRANSMITTAL SLIP</b>		DATE 14 September 1973
TO: AO/DCI		
ROOM NO. 7E-12	BUILDING Hqs.	
REMARKS:  <i>File</i>		
FROM: C/ISAS		
ROOM NO. 2E-42	BUILDING Hqtrs.	EXTENSION <div></div>
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. (47)

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